

Washington County

Job Description



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| Title: | Librarian Supervisor | | |
| Division: | Administration | Effective Date: | 08/12 |
| Department: | County Library | Last Revised: | 06/16 |
| Career Service: | Eligible | FLSA Status: | Eligible |

GENERAL PURPOSE

Under the direct supervision of a Branch Manager, performs assigned supervisory duties in managing the daily operations of a branch library, and coordinates workflow management functions.

SUPERVISION RECEIVED

Works under the direct supervision of a Branch Manager.

SUPERVISION EXERCISED

Provides direct supervision to assigned library staff.

ESSENTIAL FUNCTIONS

Supervises assigned library staff; directs workflow, schedules staff; monitors completion of tasks; in consultation with the Branch Manager, suggests modifications in routines and procedures to improve efficiency; provides staff training as requested by the Branch Manager to ensure staff knowledge of procedure and policies; assists with opening and closing building and assures general building security.

Works with the branch staff to assure courteous and effective service; addresses patron issues that arise at the branch; interprets and applies policies and procedures at the branch as needed in the absence of the Branch Manager; consults with the Branch Manager on policy and procedure questions as necessary.

Maintains professional and courteous working relationships with the Branch Manager and staff; resolves job-related staff problems; disciplines staff as necessary after consultation with and under the direction of the Branch Manager; evaluates performance of library staff; establishes standards and goals in cooperation with employees; provides input in: employee selection, retention, advancement, discipline, and termination; generates documentation for the approval of the Branch Manager; provides input regarding performance of other staff members as requested by the Branch Manager.

Monitors physical facility to maintain orderly appearance, cleanliness, and safety; brings to the attention of the Branch Manager all building maintenance matters that need immediate or timely resolution; handles emergency situations in the absence of the Branch Manager; informs the Branch Manager of any needed equipment repair.

Performs other related duties as required.

Supervisor Categories

Circulation Supervisor: Supervises all aspects of the circulation functions of the branch, i.e., check in and out, shelving, and registration; performs specialized and complex circulation tasks that require the use of independent judgment.

Supervises circulation clerical positions; performs and trains staff in all circulation and support duties and the Integrated Library System (ILS); checks for damaged materials and resolves check-in problems; retrieves book drop materials; operates computer to enter and update patron records and ensures confidentiality of those records.

Articulates library policy to patrons and provides initial interpretation of policy as needed; follows established guidelines in allowing waiver of fines making exceptions as warranted based on understanding of library policies and procedures; informs Branch Manager appropriately.

Demonstrates an understanding of library policy in order to act as a resource and trainer for circulation policies and procedures; resolves patron account problems; provides good patron service and trains staff in the same; supervises handling of monies collected from fines and fees following policy; ensures copy machines, cash registers, and change machines are maintained; balances ledgers; ensures deposits are made; issues library cards and trains staff in issuing library cards.

Librarian Supervisor: Oversees activities at the reference desk, children's desk, and the computer lab; assists Branch Manager with supervision and administrative duties in the library; may act as Branch Manager in his or her absence; assists at circulation desk; provides good patron service and trains subordinate staff in the same; assists staff in resolving difficult situations with patrons.

Provides assistance and guidance to library patrons by responding to reference questions; locates information sources; provides bibliographic instruction and guidance regarding specific books and authors; instructs patrons in use of the library and the ILS; researches reference questions using the Library's electronic information services, serves as a resource in providing database instruction to patrons and library staff.

Conducts research on current library trends and stays abreast of technology developments; performs collection analysis; participates in special ordering projects to recommend books and library materials for purchase; evaluates departmental material donations for collection development needs; performs routine collection development and maintenance tasks; may have ad hoc or standing assignments; may perform specialized duties related to a specific area of library service, i.e., children services, young adult services or automation; may coordinate a library function such as children's service; performs library duties related to the specific function.

Oversees daily scheduling of meeting rooms; resolves scheduling conflicts/problems; manages public Internet access as needed; provides or assigns staff to give library tours to patrons as needed.

Tech Services Supervisor: Provides overall direction, coordination, and evaluation of workflow in tech services; plans, assigns, and directs work and resolves problems; trains and supervises staff in departmental functions. Ability to oversee the electronic cataloging of library materials in all formats; selection and processing of materials; and the day to day supervision and operation of duties performed in the technical services department.

Demonstrates an understanding of library policy in order to act as a resource and trainer for tech services policies and procedures; oversees the ongoing operations of tech services; monitors functions and processes; resolves conflicts and manages problem-solving procedures: public/patron, individual, and team; evaluates information and data needed to make effective decisions; evaluates and assesses team decisions to assure consistency and quality; determines priorities affecting the allocation of resources, including personnel, resources, and time; prepares regular reports apprising administration of activity and progress.

Monitors employee performance; establishes standards and goals in cooperation with employees; evaluates progress and success; makes recommendations and decisions affecting employee selection, retention, advancement, discipline, and termination; manages staff work schedules.

Develops and maintains effective intra- and inter-library relations; establishes and maintains relationships as needed to promote and accomplish organizational mission and objectives; promotes the use and expansion of technological avenues for the delivery of library services.

Conducts research to keep abreast of ever-changing direction of library services and methods in relation to tech services; promotes the implementation and development of technology and media options to enhance the quality of services and access to growing information centers.

Directs and participates in collection development and maintenance activities for system-wide collections; assists in selecting new materials; performs training for new staff members.

Performs electronic cataloging of library materials in all formats; classifies and catalogs library materials using RDA (Resource Description & Access and AACR2 (Anglo-American Cataloging Rules 2), USMARC and the Dewey Decimal system; performs original cataloging; has a working knowledge of and proficiency in the OCLC system and the library's Integrated Library System (ILS); searches, edits, imports, updates, and adds holdings and MARC records into library ILS; creates author, subject, and series authority records to meet changing needs of library users; maintains online catalog; provides overall direction, coordination, and evaluation of the centralized catalog; plans, assigns, and directs work and resolves problems; trains and supervises staff in cataloging functions as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree;

AND

B. Three (3) years of experience in a public library setting. Preference may be given for supervisory experience;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of theories, principles, and objectives of library service, management concepts, and methods related to team building, empowerment, and collaborative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; principles of negotiation and problem solving; library reference, circulation, and classification methods, practices and procedures; Dewey Decimal System; various areas of specialization of material related to different patron groups; reader interest levels; interpersonal communication skills; software applications,

Ability to direct the work of others; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

3. Physical Requirements:

Able to reach to a height of 7' with or without a step stool; bend and stoop to reach lower shelves; lift up to 50 pounds with or without assistance; perform repetitive motions; and push loaded book trucks weighing up to 100 pounds.

4. Special Qualifications:

None.

5. Work Environment:

May be required to work some day and evening shifts, and rotating Saturdays

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, involving some muscular strain, such as walking, standing, stooping, pushing, pulling, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)